



**Loudoun County**

**VIRGINIA**

WHERE TRADITION MEETS INNOVATION

# How to Apply Community Development Block Grant COVID-19 Impact Fund

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# Agenda

- Welcome/Introductions
- CDBG Overview
- COVID-19 Impact Fund
- Program Requirements
- Financial Requirements

# CDBG Program Overview

- Housing and Urban Development (HUD) Program
  - Annual allocation to entitlement localities
  - Community and economic development
- National Objectives
  - Low and moderate income persons
  - Prevent or eliminate blight
  - Address an urgent community development need

# General HUD CDBG Requirements

- Projects
  - Public Service
  - Capital
- Grantees
  - Non-profit organizations
  - County agencies
  - Town governments

# COVID-19 Impact Fund

- \$310,334
  - Help prevent, prepare for, and respond to COVID-19 through life-sustaining activities
  - Eligible nonprofits
  - \$32,000

# Eligible Project/Activities

- Occur within Loudoun County and/or directly serve Loudoun County residents.
- Address one or more of the three HUD national objectives.
- Help prevent, prepare for, and respond to COVID-19 through life-sustaining activities in Loudoun County.
- Provide documentation of typical service level prior to the COVID-19 crisis and current service levels.

# Simplified Online Application

- [loudoun.gov/cdbg](https://loudoun.gov/cdbg)
- Address 4 main areas
  - COVID-19 Impact
  - Project Description
  - Measureable Results
  - Project Budget

# Scoring

- Applications will be evaluated and ranked (scored) using an objective point system with 100 being the highest number of points possible and 0 being the lowest number of points possible.
- Applications will be funded based upon score.



# Scoring: COVID-19 Impact

- Describe in detail the impact COVID-19 has had on the organization.
- Has there been a significant increase in demand for existing services or need for a new service as a direct result of COVID-19?
- Include the number of residents served pre-COVID-19 vs. the number of currently served and specify the percentage of those who are Loudoun County residents.

# Scoring: Project Description

- Describe how CDBG funds will be used to help prevent, prepare for, and respond to COVID-19 through self-sustaining activities.
- Provide details of the project.
- Provide a realistic timeline for completion.
- Describe the national objective(s) the project addresses.

# Scoring: Measureable Results

- Describe the measurable results (outcomes) that will be achieved by the project.
- Include the number of unduplicated persons/households your organization expects to serve and their income levels.
- What is the percentage of Loudoun County residents?
- What data will be used to document the results?
- What method will be used to maintain records and reports?

# Scoring: Project Budget

- Provide a line item project budget.
- Include a cost allocation schedule showing all proposed sources and uses of funds.
- Please note that match funds at a minimum of 10 percent of the requested CDBG funding amount are required from the applicant.
- Indicate in the Budget Narrative a detailed explanation and breakdown of costs for all line item amounts in the budget over \$2,000.

# Program Requirements

- Data Collection and Retention
  - Income verification documents
  - 5 year retention
- Quarterly Reports
  - Includes client demographics
- Monitoring
  - Checklist will be provided
- Additional Documents
  - Such as matching fund resolution

# Financial Requirements

- Drawdown Requests
- W-9

# Next Step: Submit Your Application

- [loudoun.gov/cdbg](https://loudoun.gov/cdbg)
- Questions?
- Contact: Sandra Berrios, 703-771-5731,  
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